

**ICMA MIDWEST REGIONAL NOMINATING COMMITTEE PROCESS FOR IDENTIFICATION  
AND SELECTION OF NOMINEES FOR ICMA VICE PRESIDENT**

**Adopted March 30, 2012; Renewal made evergreen by the Board September 2015;  
Revisions adopted by the Board June 2020, June 2022, and March 2025**

**MIDWEST REGION**

This agreement shall serve as a written understanding between ICMA (International City/County Management Association) and the 8 State Associations in the Region establishing a process for selecting candidates to be nominated to serve as the Region's ICMA Vice-Presidents and regional protocols for the rotation of nominees between states.

Association/ICMA Commitment

The processes outlined in this agreement are intended to reflect the mutual commitment between ICMA and the State Associations to identify motivated and qualified members to serve on the ICMA Executive Board. The agreement also works to ensure equal opportunity within the region for all states to be represented, with the goal of achieving a balanced executive board that represents the local government management profession and those served by it.

To fulfill this commitment, state associations in the region will be proactive in identifying candidates and grooming future candidates by:

- Encouraging members within their state associations to become members of ICMA.
- Encouraging members within their state associations to begin service to ICMA through task forces and committees or through other forms of contribution to the association at the state and national/international level.
- Encouraging members within their states to aspire to service on the ICMA Board and plan for appropriate opportunities to represent their state on the board.
- Recruiting, promoting, and developing inclusive practices to attract diverse members into local government and into membership in state associations and ICMA.

To assist state associations in fulfilling this commitment, ICMA shall:

- Conduct annual outreach, education, and training on the regional nominations process for state presidents.
- Coordinate all aspects of the process to support candidates and the Regional Nominating Committees.
- Ensure that all candidates submitting applications are qualified and eligible to be considered.
- Promote service on the ICMA Board to members.
- Solicit and process nominations.

State Associations

The following states are included in ICMA's Midwest region: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin.

The following state associations have affiliation agreements with ICMA: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin.

### Regional Nominating Committees

1. A Regional Nominating Committee will be appointed each year for the purpose of interviewing and selecting the candidate for ICMA Vice-President to be presented on the ballot for member consideration. Each Regional Nominating Committee will be composed of:
  - The president of each primary state association that has an affiliation agreement with ICMA or his/her designee.
  - The president of each primary state association that has an affiliation agreement with ICMA shall appoint a non-voting member to participate the interview process. A representative in the region from current ICMA Affiliate Organizations as designated to have representation by the ICMA Board. Each of these authorized national affiliate organizations has the opportunity to appoint a representative from within the region to the Committee.
  - The ICMA President or his or her designee from the ICMA Executive Board.

All members of the Committee must be ICMA members in service to local government..

2. The Third-Year Vice President for each region, in consultation with the two other Regional Vice Presidents, selects a Chair from one of the committee appointees. The Chair should reside in a state that is not part of the geographical rotation for that year. The Third-Year Vice President has the responsibility to orient and prepare the Chair for the interview process.
3. Regional Nominating Committees will interview candidates in person or virtually and will select the nominee for their region within the timeframe established by the ICMA Executive Board.
4. Regional Nominating Committees will follow the ICMA Executive Board's policy to select a nominee who will provide a balanced board that represents the profession and those served by it. The committees will use the following criteria, established by the board, to evaluate candidates:
  - Experience in local government;
  - Service to ICMA and its affiliates;
  - Diversity in the nominees and the continuing board members with whom they will serve in terms of race, ethnicity, gender, and age. (Acknowledging that ICMA will continue to monitor other membership demographics such as population size, jurisdiction type, form of government);
  - Demonstration of ethical behavior;
  - Support for the profession via work with ICMA, state/affiliate organizations or other organizations;
  - Commitment to follow the election guidelines;
  - Quality or caliber for board service; and,
  - Participation in ICMA's Voluntary Credentialing Program, if eligible.
5. Regional Nominating Committees will only consider candidates who meet the requirements and expectations of ICMA for board members and who submit the required materials to ICMA by the stated deadline:

- A statement of no more than two pages on their qualifications for the position they are seeking and on their views of issues facing ICMA.
  - A resume
6. Regional Nominating Committees will interview any candidate that has been endorsed by a state and/or affiliate association, or is self-nominated. Individual state associations are encouraged to submit more than one candidate for consideration. The individual who is selected by the Regional Nominations Committee will appear on the ICMA ballot as the Region's endorsed candidate. A candidate who is not nominated by the Committee to proceed to the ballot may appear on the ballot only if they submitted a petition signed by 15 Corporate members at the time of their application. Petitions will only be accepted from eligible members from states listed in the rotation system for the election year within the geographical protocol for the region.
  7. Regional Nominating Committees will abide by the schedule and guidelines established by the ICMA Executive Board.

Geographical Protocol (Customized by Region)

8. To achieve representational balance in the region, the following rotation system has been agreed upon in the Midwest:

The rotation system among the states in the Midwest Region shall be established according to the following assignment of states:

- a. State Group "A" – Minnesota, Ohio, Missouri, Wisconsin,
- b. State Group "B" – Michigan, Illinois, Iowa, Indiana

Beginning in 2025, and every 10-years hence, the Geographic Protocol shall be adjusted based on the membership census of Total Voting Members and be rebalanced to the extent practicable to achieve population parity.

Vice Presidential positions shall be nominated according to the following rotation, with preferences for CEO/CAO members in Positions #1 and #3:

- a. Vice President Position #1  
 Selected by: State Grouping "A"  
 Years to be Elected: 2024, 2027, 2030,
- b. Vice President Position #2 (Non-CEO Position)  
 Open to all qualified individuals in the Midwest Region who meet the criteria outlined below  
 Years to be Elected: 2025, 2028, 2031
- c. Vice President Position #3  
 Selected by: State Grouping "B"  
 Years to be Elected: 2026, 2029, 2032

The Non-CEO position shall not be from the same state as one of the current Midwest Regional Vice Presidents, unless there are no other qualified candidates from the region.

No state may succeed itself on the ICMA Board (there should be a minimum one-year gap for any state's representation on the board), unless there is no qualified candidate from another state in the State Group.

There shall not be more than one person from the same state serving on the Executive Board at the same time, unless there is no qualified candidate during the nomination cycle. This would not apply to an existing board member in their second or third term year who accepts a new position in a different state.

No state in the region shall be represented on the ICMA Board more than twice in any ten- year period, which shall include those elected in the Non-CEO position, unless there is no qualified candidate from another state in the State Group.

#### Additional Considerations

9. ICMA will provide a series of communications annually to ensure that all ICMA members are aware of the nominating process and that state and affiliate leaders are advised of the process in a timely fashion. ICMA will provide staffing for the nominations process.
10. ICMA will schedule and host an educational session for the nomination committee members prior to the scheduled interviews in order to review the nominating requirements, rotational agreements, and historical perspectives.
11. Regional Nominating Committees will be asked to provide feedback annually to the ICMA Executive Board with their assessment of the selection process for that year and with any suggestions for changes to the nominations guidelines.
12. In September 2015, the ICMA Executive Board eliminated any fixed date for renewal, relying on the process outlined below for any changes.

Any proposed amendments to the agreement will be considered at an ICMA-sponsored Conference or via a virtual meeting set for a mutually agreeable date and made available for review by the state associations at least 60 days in advance of that event. Amendments would be effective no sooner than the following nominations cycle. Approval shall require a vote of two-thirds of the state associations affiliated with ICMA to amend the agreement. If no amendments are offered or approved, the agreement will automatically continue.